

DRAFT

IMS REVIEW OF OSS RECORDS

9 May 1979

A. Background

1. The National Archives and Records Service (NARS) has appraised about half of the 6500 cubic feet of OSS records as being of permanent historical value and has stated that they would like CIA to transfer those permanent records to them so that they may make the records available for public research. In keeping with NARS request, the Agency is now preparing the records for transfer. The preparation involves two separate reviews of the records.

2. The first review involves considering each classified document in the collection for possible declassification. It is being carried out by a team of retired Agency officers under the direction of the DDA/ISAS Classification Review Group. That team is:

a. Declassifying OSS records no longer requiring protection.

b. Tabbing those records which though declassified may not be released by NARS to the public without coordinating that release with other U.S. Government or foreign government agencies.

c. Certifying the necessity for continued classification of those records (largely concerning intelligence sources and methods) which may not be released to the public.

d. Removing those documents which continue to be classified from the collection for retention by CIA.

e. Substituting for the removed classified documents a withdrawal notice (Attachment A). The notice will lead an authorized researcher to additional information on his subject and will facilitate a reconstitution of the files should the withdrawn documents be declassified and turned over to NARS.

3. The second review is largely non-substantive and is being conducted for internal DO purposes and to refurbish the records prior to turnover. This second review is being carried out by the DO Information Management Staff. Procedures for the conduct of the IMS review are set forth below.

B. Conducting the IMS Review of OSS Records

IMS reviewers will procede as follows:

1. Obtain the boxes of records to be reviewed from the OSS scheduling officer [REDACTED]
2. Review the contents of each box looking for materials described below and deal with them as prescribed.

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|----|--|---|---|
| a. | Withdrawal Notices
(Attachment A) | - | Leave in place |
| b. | Pink Routing and
Record Sheets
Form 610 (Attachment B) | - | (1) Remove from records
which are to be
shipped to NARS.

(2) Leave on records
being extracted with law
for retention by
the Agency. |
| c. | Tabs on documents
requiring coordination
with other U.S. agencies
or foreign governments
before being released to
the public (Attachment C) | - | Leave in place. When
transferring records
from Records Center
boxes to Archives boxes
and records under one
tab must be separated
into two or more Archives |

STATINTL

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